



December 3, 2015

KANSAS BULLETIN NO. KS360-16-3

SUBJECT: PER—Individual Development Plans for Fiscal Year 2016

Action required by: December 31, 2015

Purpose. To provide guidance on FY16 Individual Development Plans

Expiration Date. September 30, 2017

In accordance with National Bulletin [NB 360-16-7](#), all full-time Natural Resources Conservation Service (NRCS) employees will develop an Individual Development Plan (IDP) for fiscal year (FY) 2016. The intent of the IDP is to provide the developmental opportunities needed to achieve a competent level of performance.

FY2016 IDP's should be completed in AgLearn per [these instructions](#). The paper version of the form, Individual Development Plan, [NRCS PERS-702](#), may be used for 508 accessibility purposes only. **If a paper IDP is created, the user's supervisor must mark the user complete for the course Web-based USDA-IDP-DECLINE-PAPERIDP-FY16 in AgLearn.**

When completing the IDP in AgLearn, it is recommended employees utilize the goal wizard to add goals to the IDP. This allows both the employees and the supervisors to import open goals from the prior year's IDP into the new IDP. Additional goals can be manually [added](#) or [removed](#) as necessary.

Employees will submit the IDP to their supervisor for approval once the IDP creation process is completed through [AgLearn](#). This process **must be complete by December 31, 2015.**

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(signed) DEAN KREHBIEL, ACTING FOR

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